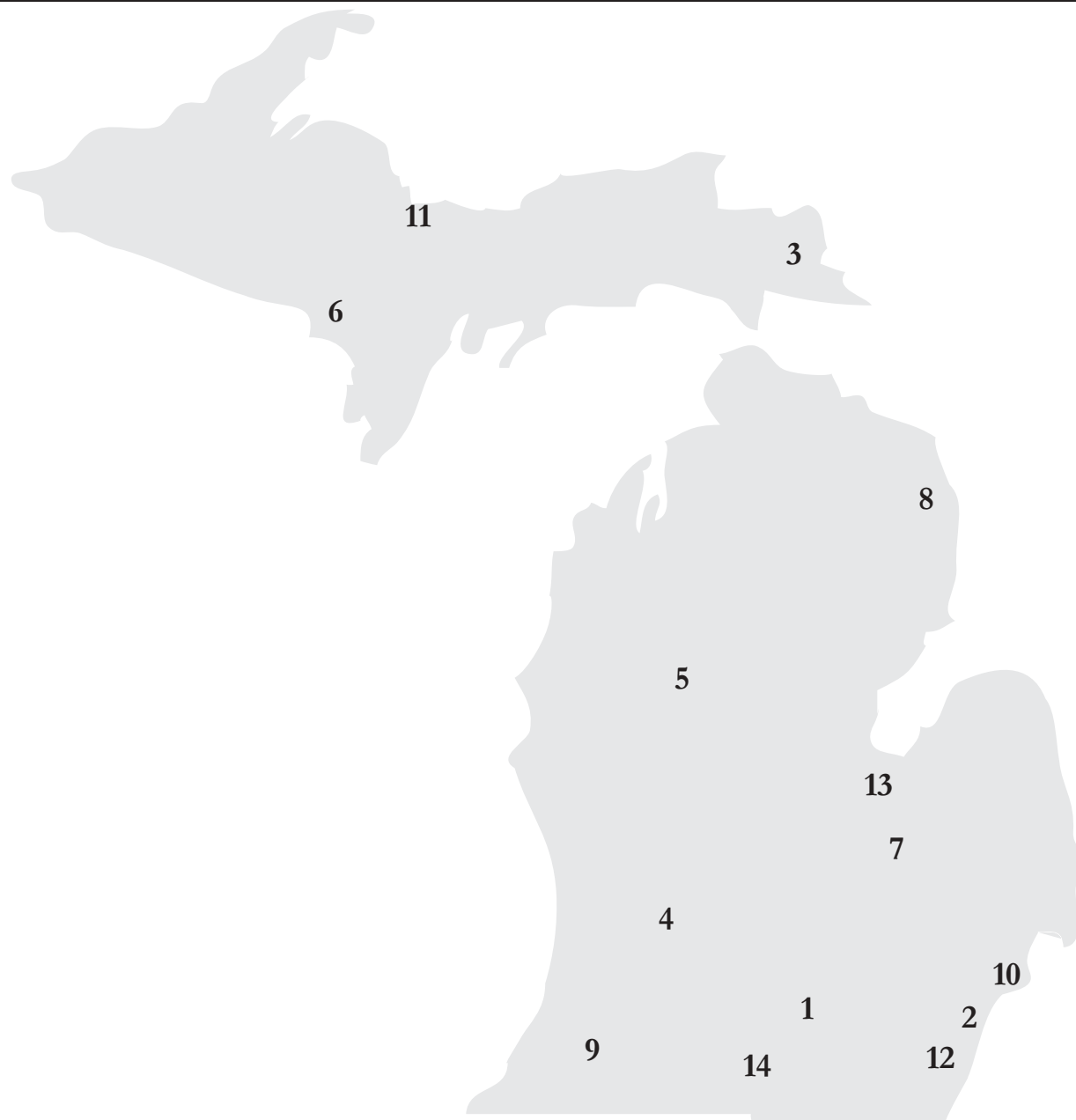


# Library Cooperatives

## Michigan's Library Cooperatives

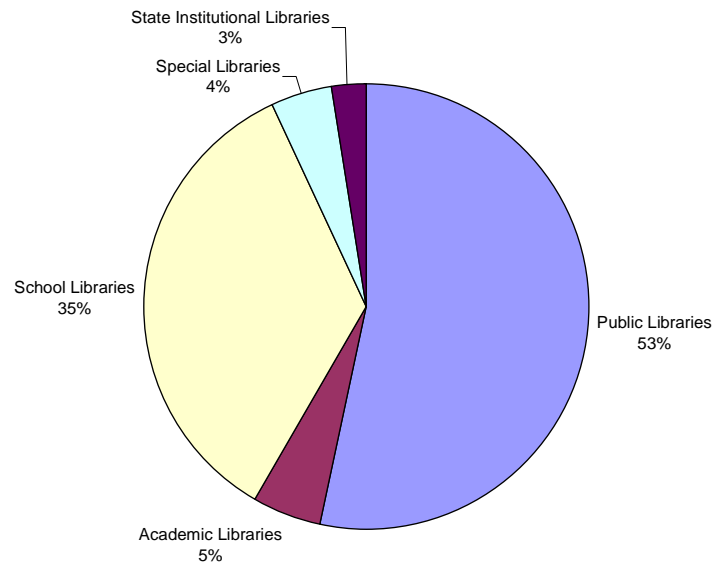
1. Capital Library Cooperative
2. Detroit Associated Libraries
3. Hiawathaland Library Cooperative
4. Lakeland Library Cooperative
5. Mid-Michigan Library League
6. Mid-Peninsula Library Cooperative
7. Mideastern Michigan Library Cooperative
8. Northland Library Cooperative
9. Southwest Michigan Library Cooperative
10. Suburban Library Cooperative
11. Superiorland Library Cooperative
12. The Library Network
13. White Pine Library Cooperative
14. Woodlands Library Cooperative



## Library Cooperatives: Membership

Cooperative	Public Libraries	% of Total	Academic Libraries	% of Total	School Libraries	% of Total	Special Libraries	% of Total	State Institutional Libraries	% of Total	Total Libraries	Population Served
Capital Library Cooperative	23	85.2%			4	14.8%					27	420,441
Detroit Associated Libraries	2	100%									2	968,016
Hiawathaland Library Cooperative	8	66.7%	1	8.3%	3	25%					12	66,378
Lakeland Library Cooperative	41	45.6%			40	44.4%			9	10%	90	1,229,681
Mid-Michigan Library League	50	43.5%	4	3.5%	58	50.4%	3	2.6%			115	427,160
Mid-Peninsula Library Cooperative	9	64.3%			2	14.3%	2	14.3%	1	7.1%	14	72,512
Mideastern Michigan Library Cooperative	15	48.4%	3	9.7%	12	38.7%	1	3.2%			31	859,022
Northland Library Cooperative	20	64.4%	2	6.5%	6	19.4%	2	6.5%	1	3.2%	31	199,419
Southwest Michigan Library Cooperative	34	35.1%	8	8.2%	44	45.4%	11	11.3%			97	610,893
Suburban Library Cooperative	20	95.2%	1	4.8%							21	886,889
Superiorland Library Cooperative	17	89.5%					2	10.5%			19	178,726
The Library Network	64	73.7%	7	8%	11	12.6%	5	5.7%			87	2,792,381
White Pine Library Cooperative	44	65.6%	2	3%	16	23.9%	3	4.5%	2	3%	67	715,777
Woodlands Library Cooperative	37	34.9%	7	6.6%	55	51.9%	2	1.9%	5	4.7%	106	542,286
<b>Totals (14 Cooperatives)</b>	<b>384</b>	<b>53.4%</b>	<b>35</b>	<b>4.9%</b>	<b>251</b>	<b>34.9%</b>	<b>31</b>	<b>4.3%</b>	<b>18</b>	<b>2.5%</b>	<b>719</b>	<b>9,969,581</b>

Library Cooperative Membership  
FY 2001



## Library Cooperatives: Staff

Cooperative	ALA-MLS FTEs	Other Librarian FTEs	Other Staff FTEs	Total Paid Staff FTEs	
Capital Library Cooperative	1.00		1.00	2.00	
Detroit Associated Libraries	0.09		0.03	0.12	
Hiawathaland Library Cooperative	0.50		0.78	1.28	
Lakeland Library Cooperative	2.00		13.80	15.80	
Mid-Michigan Library League	2.50		5.50	8.00	
Mid-Peninsula Library Cooperative	1.00		2.20	3.20	
Mideastern Michigan Library Cooperative	1.00		1.00	2.00	
Northland Library Cooperative	1.75	0.88	5.20	7.83	
Southwest Michigan Library Cooperative	2.63	1.00	3.65	7.28	
Suburban Library Cooperative	1.88		5.75	7.62	
Superiorland Library Cooperative	3.00		5.58	8.58	
The Library Network	6.00	1.00	22.00	29.00	
White Pine Library Cooperative	1.00		5.50	6.50	
Woodlands Library Cooperative	1.00		1.00	2.00	
<b>Totals (14 Cooperatives)</b>	<b>25.35</b>	<b>2.88</b>	<b>72.99</b>	<b>101.21</b>	

## Library Cooperatives: Automation/Technology

Cooperative	Automation Vendor	Automation System	Number of Participating Members	# of Participating Members Allowing Patron Initiated ILL	Total Number of Computers Provided for Staff or Member Use	Number of Computer Labs	Number of Computers in Lab
Capital Library Cooperative	AutoGraphics	Impact Online 2	22		29		
Detroit Associated Libraries	epixtech	Horizon	2		1		
Hiawathaland Library Cooperative					24		
Lakeland Library Cooperative	epixtech	Dynix	40	40	20	4	55
Mid-Michigan Library League	Brodart	le Pac	65	50	20	2	24
Mid-Peninsula Library Cooperative	Ameritech	Dynix	9	9	56	2	19
Mideastern Michigan Library Cooperative					3	5	25
Northland Library Cooperative	AutoGraphics	Windows 95	29	1	20	1	7
Southwest Michigan Library Cooperative	AutoGraphics	AutoGraphics	42	42	21	1	15
Suburban Library Cooperative	SIRSI	Unicorn	20	20	37	1	19
Superiorland Library Cooperative	epixtech, inc.	Dynix	13		15	3	60
The Library Network	DRA	Classic	40	40	36	2	31
White Pine Library Cooperative					20	3	30
Woodlands Library Cooperative							
<b>Totals (14 Cooperatives)</b>			<b>282</b>	<b>202</b>	<b>302</b>	<b>24</b>	<b>285</b>

## Library Cooperatives: Services

Cooperative	Accounting/Business Services	Advocacy	Audiovisual Services	Automation Svcs./Consulting	Bibliographic Svcs./Processing	Cataloging/Materials	Circulating/Lending/Rotating Collection	Computer Support	Continuing Education Services	Document Delivery - Physical	Document Delivery - Electronic	Interloan Services	Internet Support	Grant Writing	Group/Centralized Purch. - Collections	Group/Centralized Purch. - Equipment
Capital Library Cooperative		x	x	x	x				x	x		x				
Detroit Associated Libraries	x			x	x									x		
Hiawathaland Library Cooperative		x				x	x	x	x	x	x		x	x	x	
Lakeland Library Cooperative		x		x	x	x	x	x	x	x	x	x			x	
Mid-Michigan Library League	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Mid-Peninsula Library Cooperative	x	x	x	x	x		x	x		x	x	x	x	x	x	
Mideastern Michigan Library Cooperative	x	x	x	x	x		x	x	x		x	x	x	x	x	
Northland Library Cooperative	x	x		x	x		x	x			x	x	x	x	x	
Southwest Michigan Library Cooperative		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Suburban Library Cooperative	x	x		x	x	x		x	x		x	x	x	x	x	
Superiorland Library Cooperative		x	x	x	x	x	x	x	x		x	x	x			
The Library Network	x	x		x	x	x	x	x	x	x	x	x	x	x	x	
White Pine Library Cooperative		x		x	x	x	x	x	x		x		x		x	
Woodlands Library Cooperative		x		x	x	x	x	x	x		x		x	x	x	
Totals (14 Cooperatives)	7	13	6	13	12	9	10	12	13	11	6	13	9	12	10	11

Cooperative	Group/Centralized Purchase - Computer Hardware/Software	Marketing/Public Relations	Reference Services	Research and Development	Shared Automation System	Technology Consulting	Train Trustees and Boards	Training Centers	Youth/Young Adult Services
Capital Library Cooperative	x		x		x	x			x
Detroit Associated Libraries		x			x	x			
Hiawathaland Library Cooperative	x	x	x	x	x	x	x	x	
Lakeland Library Cooperative	x	x		x	x	x	x	x	
Mid-Michigan Library League	x	x	x	x	x	x	x	x	
Mid-Peninsula Library Cooperative	x	x	x	x	x	x	x	x	
Mideastern Michigan Library Cooperative		x				x	x	x	x
Northland Library Cooperative	x		x		x	x	x	x	
Southwest Michigan Library Cooperative	x		x	x	x	x	x	x	
Suburban Library Cooperative	x	x		x	x			x	
Superiorland Library Cooperative	x		x		x	x	x	x	
The Library Network	x		x		x	x	x	x	
White Pine Library Cooperative	x	x	x	x		x	x	x	x
Woodlands Library Cooperative	x		x			x	x	x	x
<b>Totals (14 Cooperatives)</b>	<b>12</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>11</b>	<b>14</b>	<b>11</b>	<b>11</b>	<b>9</b>

## Library Cooperatives: Continuing Education/Training

Cooperative	Advanced Internet Training		Basic Internet Training		Children's Services		Community Information	
	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance
Capital Library Cooperative					2	28		
Detroit Associated Libraries								
Hiawathaland Library Cooperative	1	5	3	17	13	354		
Lakeland Library Cooperative	1	50			1	64		
Mid-Michigan Library League								
Mid-Peninsula Library Cooperative			8	93			15	133
Mideastern Michigan Library Cooperative					1	25		
Northland Library Cooperative					1	22		
Southwest Michigan Library Cooperative	8	59	2		2	61	3	86
Suburban Library Cooperative					1	20		
Superiorland Library Cooperative	2	13						
The Library Network	2	9	1	1				
White Pine Library Cooperative			6	41	1	26	6	41
Woodlands Library Cooperative			1	14	2	69		
<b>Totals (14 Cooperatives)</b>	<b>14</b>	<b>136</b>	<b>21</b>	<b>166</b>	<b>24</b>	<b>669</b>	<b>24</b>	<b>260</b>

Cooperative	Computer Maint. & Repair		Computer Networking		Creating Web Pages		Customer Service	
	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance
Capital Library Cooperative					1	13	1	33
Detroit Associated Libraries								
Hiawathaland Library Cooperative					1	5		
Lakeland Library Cooperative							3	177
Mid-Michigan Library League					2	18		
Mid-Peninsula Library Cooperative					27	302	2	28
Mideastern Michigan Library Cooperative	1	30					7	190
Northland Library Cooperative								
Southwest Michigan Library Cooperative								
Suburban Library Cooperative							2	160
Superiorland Library Cooperative	1	1	1	2				
The Library Network	3	7	1	3	2	14		
White Pine Library Cooperative	2	34			1	18	2	18
Woodlands Library Cooperative					3	26		
<b>Totals (14 Cooperatives)</b>	<b>7</b>	<b>72</b>	<b>2</b>	<b>5</b>	<b>37</b>	<b>396</b>	<b>17</b>	<b>606</b>

## Library Cooperatives: Continuing Education/Training

Cooperative	Friends Group		Reference Service		Search AccessMichigan		Technical Services	
	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance
Capital Library Cooperative					4	35	1	30
Detroit Associated Libraries								
Hiawathaland Library Cooperative	1	10			1	8		
Lakeland Library Cooperative			2	61				
Mid-Michigan Library League			1	20	3	36		
Mid-Peninsula Library Cooperative					5	59		
Mideastern Michigan Library Cooperative					1	30	1	16
Northland Library Cooperative			4	29	8	49	6	39
Southwest Michigan Library Cooperative					5	63	4	75
Suburban Library Cooperative			8	50	7	63	21	224
Superiorland Library Cooperative			2	23	4	36	18	60
The Library Network					1	1		
White Pine Library Cooperative					10	71	2	32
Woodlands Library Cooperative					2	21		
<b>Totals (14 Cooperatives)</b>	<b>1</b>	<b>10</b>	<b>17</b>	<b>183</b>	<b>51</b>	<b>472</b>	<b>53</b>	<b>476</b>

Cooperative	Trustee Development		Library Finance & Law		Other		Totals	
	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance	Workshops Offered During 2000/2001	Estimated Attendance
Capital Library Cooperative					8	194	17	333
Detroit Associated Libraries								
Hiawathaland Library Cooperative	2	9					22	408
Lakeland Library Cooperative					34	137	41	489
Mid-Michigan Library League					2	23	8	97
Mid-Peninsula Library Cooperative	1	8					58	623
Mideastern Michigan Library Cooperative					3	124	14	415
Northland Library Cooperative					4	13	23	152
Southwest Michigan Library Cooperative			1	5	5	32	30	381
Suburban Library Cooperative	2	50			105	1,075	146	1,642
Superiorland Library Cooperative	1	27			32	768	61	930
The Library Network					3	5	13	40
White Pine Library Cooperative	2	31			12	171	44	483
Woodlands Library Cooperative					3	60	11	190
<b>Totals (14 Cooperatives)</b>	<b>8</b>	<b>125</b>	<b>1</b>	<b>5</b>	<b>211</b>	<b>2,602</b>	<b>488</b>	<b>6,183</b>

## Library Cooperatives: Technology Services

Cooperative			CD-ROM Network	Community/Cooperative Internet Network	Email Account or Access	File Transfer Protocol (FTP)	Group Licensing - Databases	Group Licensing - Software	Internet Access	Laptops/Projectors for Training	Locally Created Database	Online Database Searching	Remote Access to Cooperative Catalog	Telnet Access	Union Catalog - CD-ROM	Union Catalog - Dial-in	Union Catalog - Internet
Capital Library Cooperative					x	x		x			x				x		
Detroit Associated Libraries			x	x	x	x				x	x	x					
Hiawathaland Library Cooperative				x										x	x		
Lakeland Library Cooperative		x	x	x			x				x				x		
Mid-Michigan Library League		x	x	x	x	x	x		x	x	x	x			x		
Mid-Peninsula Library Cooperative		x	x	x	x	x	x	x	x	x	x	x	x	x	x		
Mideastern Michigan Library Cooperative			x				x	x									
Northland Library Cooperative		x	x				x	x		x	x				x		
Southwest Michigan Library Cooperative	x	x	x	x	x	x	x	x	x	x	x	x		x	x		
Suburban Library Cooperative	x	x	x	x	x	x	x	x	x		x	x					
Superiorland Library Cooperative		x	x	x			x	x	x	x	x	x			x		
The Library Network		x	x	x	x	x	x	x	x	x	x	x		x	x		
White Pine Library Cooperative			x	x			x	x			x	x			x		
Woodlands Library Cooperative			x				x				x		x		x		
Totals (14 Cooperatives)	2	8	12	10	7	7	9	10	6	7	12	8	2	4	11		

## Library Cooperatives: Adaptive Technology

Cooperative	ADA Compliant Workstation	CC/TV	Internet Access With Speech	TDD	Text to Speech Reading Machine
Capital Library Cooperative					
Detroit Associated Libraries	x	x	x	x	x
Hiawathaland Library Cooperative	x				x
Lakeland Library Cooperative					
Mid-Michigan Library League					
Mid-Peninsula Library Cooperative	x			x	x
Mideastern Michigan Library Cooperative					
Northland Library Cooperative		x			x
Southwest Michigan Library Cooperative					
Suburban Library Cooperative	x		x		
Superiorland Library Cooperative	x	x	x		x
The Library Network					
White Pine Library Cooperative					
Woodlands Library Cooperative					
<b>Totals (14 Cooperatives)</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>5</b>

## Library Cooperatives: Income

Cooperative	State					Federal	
	Direct State Aid	Indirect State Aid	State Funds/ Subregional Libraries	Total State Income	% of Total Income	Federal Income	% of Total Income
Capital Library Cooperative	\$197,656	\$192,998	\$	\$390,654	93.0%	\$	
Detroit Associated Libraries	524,048		50,358	574,406	84.2%	14,296	2.1%
Hiawathaland Library Cooperative	76,050	22,217		98,267	93.0%		
Lakeland Library Cooperative	531,252	1,005,607		1,536,859	84.7%	231,247	12.7%
Mid-Michigan Library League	259,425	176,260		435,685	80.8%	46,109	8.5%
Mid-Peninsula Library Cooperative	84,760	35,956		120,716	47.3%	49,947	19.5%
Mid-eastern Michigan Library Cooperative	413,120	111,554	50,358	575,032	73.2%	27,921	3.5%
Northland Library Cooperative	141,759	84,958	50,358	277,075	43.6%	56,737	8.9%
Southwest Michigan Library Cooperative	294,120	146,916		441,036	76.7%	85,468	14.9%
Suburban Library Cooperative	404,050	404,050		808,100	42.4%	7,576	.4%
Superiorland Library Cooperative	160,157	88,788	50,358	299,303	56.2%	63,446	11.9%
The Library Network	1,286,035			1,286,035	21.8%	18,652	.3%
White Pine Library Cooperative	329,257	329,257		658,514	92.8%	3,399	.5%
Woodlands Library Cooperative	249,777	245,658		495,435	94.1%		
<b>Totals (14 Cooperatives)</b>	<b>\$4,951,466</b>	<b>\$2,844,219</b>	<b>\$201,432</b>	<b>\$7,997,117</b>	<b>52%</b>	<b>\$604,798</b>	<b>3.9%</b>

Cooperative	Other				Total	
	Associate Membership Dues	Other Income	Total Other Income	% of Total Income	Total Income	
Capital Library Cooperative	\$4,864	\$24,559	\$29,423	7.0%	\$420,077	
Detroit Associated Libraries		93,619	93,619	13.7%	682,321	
Hiawathaland Library Cooperative		7,361	7,361	7.0%	105,628	
Lakeland Library Cooperative	4,800	42,270	47,070	2.6%	1,815,176	
Mid-Michigan Library League		57,825	57,825	10.7%	539,619	
Mid-Peninsula Library Cooperative		84,915	84,915	33.2%	255,578	
Mid-eastern Michigan Library Cooperative	200	183,454	183,654	23.3%	786,607	
Northland Library Cooperative	3,973	298,413	302,386	47.5%	636,198	
Southwest Michigan Library Cooperative	10,837	37,353	48,190	8.4%	574,694	
Suburban Library Cooperative	50	1,091,838	1,091,888	57.2%	1,907,564	
Superiorland Library Cooperative		170,088	170,088	31.9%	532,837	
The Library Network	2,700	4,589,489	4,592,189	77.9%	5,896,876	
White Pine Library Cooperative	3,200	44,194	47,394	6.7%	709,307	
Woodlands Library Cooperative	9,875	21,371	31,246	5.9%	526,681	
<b>Totals (14 Cooperatives)</b>	<b>\$40,499</b>	<b>\$6,746,749</b>	<b>\$6,787,248</b>	<b>44.1%</b>	<b>\$15,389,163</b>	



## Library Cooperatives: Expenditures

Cooperative	Staff			Collections				
	Salaries and Wages	Fringe Benefits	Total	Books/Print Materials	AV/Non-Print Materials	Subscriptions Non-electronic	Electronic Materials/ Subscriptions	Total
Capital Library Cooperative	\$84,555	\$18,215	\$102,770	\$25	\$	\$322	\$21,745	\$22,092
Detroit Associated Libraries				750	5,559	22		6,331
Hiawathaland Library Cooperative	33,956	3,928	37,884	20,308	5,874	3,237	1,000	30,419
Lakeland Library Cooperative	507,482	124,717	632,199	6,800	2,843			9,643
Mid-Michigan Library League	283,983	45,146	329,129				223	223
Mid-Peninsula Library Cooperative	88,411	27,981	116,392	3,761		2,470		6,231
Mideastern Michigan Library Cooperative	100,958	30,609	131,567				6,915	6,915
Northland Library Cooperative	162,118	46,902	209,020	6,263	229	872		7,364
Southwest Michigan Library Cooperative	209,665	38,989	248,654	2,058		8,091	115,785	125,934
Suburban Library Cooperative	298,451	92,097	390,548	126		291	60,690	61,107
Superiorland Library Cooperative	213,958	49,332	263,290	25,121	2,268		1,188	28,577
The Library Network	1,160,080	286,789	1,446,869	2,160,878		220,017	5,614	2,386,509
White Pine Library Cooperative	224,476	80,946	305,422					
Woodlands Library Cooperative	79,516	36,820	116,336	339	623	144		1,106
<b>Totals (14 Cooperatives)</b>	<b>\$3,447,609</b>	<b>\$882,471</b>	<b>\$4,330,080</b>	<b>\$2,226,429</b>	<b>\$17,396</b>	<b>\$235,466</b>	<b>\$213,160</b>	<b>\$2,692,451</b>

Cooperative	Other						
	Office Supplies	Repair & Maint. Supplies	Professional Contractual	Transportation	Printing & Publishing	Insurance and Bonds	Public Utilities
Capital Library Cooperative	\$2,012	\$	\$220,169	\$3,238	\$1,951	\$1,631	\$
Detroit Associated Libraries	3,519		519,309	1,115	591		
Hiawathaland Library Cooperative	3,470		21,406	2,862	141	571	
Lakeland Library Cooperative	4,941	1,089	31,411	85,860	10,693	16,397	7,293
Mid-Michigan Library League	39,769	172	137,373	8,871		2,100	
Mid-Peninsula Library Cooperative	9,776		9,559	12,322	4,629	4,927	4,127
Mideastern Michigan Library Cooperative	3,354		276,621	9,433	46,359	1,724	4,489
Northland Library Cooperative	12,963	17	368,217	10,723	3,931	5,489	4,743
Southwest Michigan Library Cooperative	3,291	10,770	3,176	9,829	1,997	7,393	5,340
Suburban Library Cooperative	54,560		152,813	13,391		5,179	4,623
Superiorland Library Cooperative	26,277		42,373	11,571	7,141	4,892	2,954
The Library Network	154,033		598,629	28,033	61,234	33,363	37,634
White Pine Library Cooperative	5,500	300	323,050	8,000	4,000	5,600	
Woodlands Library Cooperative	1,913	1,591	230,166	94,308	705	532	
<b>Totals (14 Cooperatives)</b>	<b>\$325,378</b>	<b>\$13,939</b>	<b>\$2,934,272</b>	<b>\$299,556</b>	<b>\$143,372</b>	<b>\$89,798</b>	<b>\$71,203</b>

## Library Cooperatives: Expenditures

Cooperative	Other (continued)						Total Expenditures
	Telecommunications	Repair & Maintenance	Rentals	Equipment	Miscellaneous	Total	
Capital Library Cooperative	\$5,787	\$1,498	\$7,800	\$10,106	\$11,871	\$266,063	\$390,925
Detroit Associated Libraries			100	54,898	7,680	587,212	593,543
Hiawathaland Library Cooperative	1,481	475		1,053	540	31,999	100,302
Lakeland Library Cooperative	250,140	14,074		23,807	351,701	797,406	1,439,248
Mid-Michigan Library League	11,094		3,600	40,992	1,531	245,502	574,854
Mid-Peninsula Library Cooperative	3,110	287	3,047	17,741	45,520	115,045	237,668
Mideastern Michigan Library Cooperative	149,951	1,773	10,086	642	84,414	588,846	727,328
Northland Library Cooperative	9,143	4,086	20,831	13,826	671	454,640	671,024
Southwest Michigan Library Cooperative	3,653	5,991	2,798	30,744	6,160	91,142	465,730
Suburban Library Cooperative	312,276	129,316	7,000		1,080,127	1,759,285	2,210,940
Superiorland Library Cooperative	41,569	16,020	21,480	22,668	28,709	225,654	517,521
The Library Network	317,939	231,633	51,283	84,981	28,245	1,627,007	5,460,385
White Pine Library Cooperative	6,500	4,300	38,001	5,500	3,134	403,885	709,307
Woodlands Library Cooperative	5,678		8,719	101	3,706	347,419	464,861
<b>Totals (14 Cooperatives)</b>	<b>\$1,118,321</b>	<b>\$409,453</b>	<b>\$174,745</b>	<b>\$307,059</b>	<b>\$1,654,009</b>	<b>\$7,541,105</b>	<b>\$14,563,636</b>

### FY 2001/2002 LIBRARY COOPERATIVE ANNUAL REPORT/STATE AID APPLICATION for Reporting Year October 1, 2000 through September 30, 2001

This report, or a letter of intent to file, must be postmarked on or before February 1, 2002 to be eligible to receive state aid. If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2002. Refer questions regarding this form to Ed Willoughby at (517) 373-7147 or [ewillough@libraryofmichigan.org](mailto:ewillough@libraryofmichigan.org).

#### SECTION A: CURRENT INFORMATION

Complete Parts I-VI with information that is current as of the filing date.

##### PART I: DIRECTORY INFORMATION

**Cooperative Name:** Provide the legal name of the library cooperative that is current at the time of filing the annual report.

**Street Address:** The complete street address of the actual physical location of the cooperative. DO NOT report a post office box or general delivery.

**City:** The city or town in which the cooperative is located.

**Zip+4:** Include the five-digit postal zip code and the four-digit postal zip code extension for the street address of the cooperative.

**Cooperative Service Population:** The sum of the total service population of each library that is a member of the cooperative as of October 1, 2001.

**Web Address:** If the cooperative has a home page accessible over the Internet, please include the web address. (e.g. <http://www.library.lib.mi.us/library.html>)

**Director's Name:** The name of the current official director of the cooperative. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.

**Cooperative or Director's Email Address:** The email address to be used to contact the cooperative or director.

**Phone Number:** Area code and telephone number of the cooperative.

**Fax Number:** Area code and telephone number for the fax machine used for administrative purposes.

##### PART II: LIBRARY COOPERATIVE BOARD MEMBERS

List the names of current library cooperative board members who are serving at the time this report is filed.

**Position:** Beginning with the officers, list the title of each position of the board members.

**Name:** List the legal name for each current cooperative board member. Enter "vacant" for vacancies then contact the Library of Michigan when the positions are filled.

**Mailing Address:** Provide a current mailing address for each board member. Include street number and street name, city and the standard five-digit postal zip code with the four-digit postal zip code extension.

**Daytime Phone:** Provide the phone number at which each individual can be reached during the day.

**Library Represented:** Provide the current legal name of the library each board member represents.

## Library Cooperatives

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### PART III: COOPERATIVE STAFF

Include all employees paid by all sources to perform cooperative functions. Include all positions, whether these positions are filled or vacant. All employees should be included, whether or not the Library of Michigan certified them. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. The Full Time Equivalent (FTE) staff is automatically figured by adding the total number of hours worked by all employees in each category, then dividing the total staff hours by 40 and rounded to two decimal places.

**ALA-MLS Librarians:** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

**Other Librarians:** Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect who do not have an ALA-MLS.

**Total Librarians:** The sum of "ALA-MLS Librarians" and "Other Librarians."

**All Other Paid Staff:** Include all other cooperative employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

**Total Paid Employees:** The sum of "Total Librarians" and "All Other Paid Staff".

### PART IV: COOPERATIVE MEMBERSHIP

Provide the total number of each type of library that are currently official or associate members.

### PART V: COOPERATIVE SERVICES

Check the box for each of the services that the cooperative offers to members. If your cooperative offers a service that has not been listed here, enter the name of the service in the field provided near the "other" category.

### PART VI: COOPERATIVE TECHNOLOGIES

Does the cooperative operate an automated library system?

Vendor

System

Number of member libraries participating in this system.

Does your system allow for patron initiated interlibrary loan?

Number of libraries using this feature.

Number of computers that the cooperative provides for staff or member use.

Check the boxes to indicate technology services offered by the cooperative.

Check the boxes to indicate the adaptive technology services offered by the cooperative.

Does your cooperative have an Internet lab?

Number of computer labs in the cooperative

Number of computers in the cooperative labs.

## SECTION B: REPORTING YEAR INFORMATION

Complete Parts I-IV with information for the most recent fiscal year completed prior to October 1, 2001. Financial information must be precise for income and expenditures during the reporting year and should be reported in whole dollars.

### PART I: COOPERATIVE EDUCATION/TRAINING

Provide the number of sessions for workshops and training modules sponsored or co-sponsored by the cooperative in the 2000/2001 fiscal year followed by the estimated total attendance for each type of workshop.

### PART II: COOPERATIVE INCOME (Use whole numbers only)

**Direct State Aid:** Report all income received from the State of Michigan for status as a cooperative.

## Library Cooperatives

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**Indirect State Aid:** Report all income received from member libraries for services provided by your cooperative.

**State Funds for Subregional Libraries:** Report all state funds received for subregional libraries belonging to your cooperative.

**Total State Income:** Sum of “Direct State Aid”, “Indirect State Aid”, and “State Funds for Subregional Libraries”.

**Federal Income:** Report all income received from federal funds.

**Associate Membership Dues:** Report all income received from associate library membership dues.

**Other Income (specify):** Report and specify the source of any income other than the above mentioned sources.

**Total Other Income:** Sum of “Associate Membership Dues” and “Other Income”.

**Total Income:** Sum of “Total State Income”, “Federal Income”, and “Total Other Income”.

### **PART III: COOPERATIVE EXPENDITURES (Use whole numbers only)**

Cooperative expenditures are the current and recurrent costs necessary to support the provision of cooperative services. List only expenditures paid from cooperative operating budgets.

#### **Staff Expenditures:**

**Salaries and Wages:** Include salaries and wages for all cooperative staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

**Fringe Benefits:** The benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**Total Staff Expenditures:** Sum of “Salaries and Wages” and “Fringe Benefits”.

#### **Collection Expenditures:**

**Books and Print Materials:** Include expenses for any print or microform materials that are part of the library collection.

**AV and Non-Print Materials:** Include expenses for any non-print collection materials, including film, video, sound recordings, etc.

**Subscriptions (nonelectronic format):** Include subscription expenditures for reference serials, journals and newspapers in print or microform formats. This does not include subscriptions for materials in electronic format.

**Materials and Subscriptions in Electronic Format:** Report operating expenditures for electronic physical units considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the cooperative staff.

**Total Collection Expenditures:** Sum of “Books and Print Materials”, “AV and Non-Print Materials”, “Subscriptions” and “Materials and Subscriptions in Electronic Format”.

**Other Expenditures:** Include all expenditures other than those for staff and collection. Include expenses such as binding supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities and all other items as indicated by the list provided.

**Total Expenditures:** Sum of “Total Staff Expenditures”, “Total Collection Expenditures”, and “Other Expenditures”.

### **PART IV: COOPERATIVE AUDIT**

Provide the name of the audit firm performing the FY 2001/2002 12-month audit.

### **PART V: COOPERATIVE FIDELITY BONDING**

Attach a photocopy of the current policy/declaration form to the CERTIFICATION OF INFORMATION page and mail to the Library of Michigan.

## Library Cooperatives

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### **PART VI: CERTIFICATION OF INFORMATION**

The person signing the form must be an authorized official of the library cooperative who can be held accountable for the information on the form. The cooperative director, and a cooperative board chair or other authorized official must sign in order for the application to be processed. In the event of a State Aid audit, the authorized official will be contacted. **Signatures are required to be eligible for State Aid. Signatures must be original signature – signature stamps will not be accepted.**